



Texas Funeral Service Commission
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**Texas Funeral Service Commission
Meeting Minutes
November 19, 2021**

- I. Presiding Officer Allen called the Texas Funeral Service Commission meeting to order at 10:06a.m.
- II. Roll call was taken. Melissa Juarez with the Office of Attorney General was present via phone-in. Commissioner Combest and Commissioner Hefley were absent.
- III. Establishment of a Quorum – Quorum present.
- IV. Excuse Absent Board Members – Commissioner Combest and Commissioner Hefley absent. Commissioner Grammar made a motion to approve Commissioner Combest and Commissioner Hefley’s absence. Commissioner Brown seconded. Motion was approved.
- V. Personnel matters relating to the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of, and complaints against the Executive Director, including any resulting transition matters and interim directions and appointments.

Presiding Officer Allen announced that this is not a performance review nor a hearing.

At 10:09 a.m., Presiding Officer Allen announced that the Texas Funeral Service Commission will go into closed session pursuant Texas Government Code Section 551.074 to discuss personnel matters under Agenda Item V.

Executive Director, Glenn Bower, announced pursuant to Texas Government Code Section 551.074, requested to have the meeting made public and open session.

There was discussion regarding complaints from Commonwealth Institute of Funeral Service concerning their continuing education provider application requesting course approval.

At 10:42 a.m., Presiding Officer Allen announced that the Texas Funeral Service Commission will go into closed session to receive legal advice from its attorney pursuant Texas Government Code Section 551.071 to discuss personnel matters under Agenda Item V.

At 11:18 a.m., Presiding Officer Allen announced that the Texas Funeral Service Commission reconvened in open session and no action was taken during closed session.
Meeting Recessed at 11:18 a.m.

Meeting Reconvened at 11:48 a.m.

Continued discussion concerning the Commonwealth Institute of Funeral Service complaint against Mr. Bower.

Meeting Recessed for Lunch at 12:55 p.m.

Meeting Reconvened at 1:34 p.m.

Continued discussion concerning Commonwealth complaint.

There was new discussion regarding the past and future travel expenditures of Mr. Bower.

Meeting Recessed at 3:20 p.m.

Meeting Reconvened at 3:40 p.m.

Executive Director, Glenn Bower, was given the opportunity to make final comments.

All Commissioners were given the opportunity to make their final comments.

At 4:04 p.m., Presiding Officer Allen announced that the Texas Funeral Service Commission will go into closed session to receive legal advice from its attorney pursuant Texas Government Code Section 551.071 to discuss personnel matters under Agenda Item V.

At 4:13 p.m., Presiding Officer Allen announced that the Texas Funeral Service Commission reconvened in open session and no action was taken during closed session.

Commissioner Grammar made a motion to authorize the Commission Chair to counsel the Executive Director and to issue to the Executive Director and improvement plan that addresses areas that require improvement, including concerns raised today and to report to the Commission at the next Commission Meeting. Commissioner Scepanski seconded with an amendment to reprimand the Executive Director due to the seriousness nature of the current issues.

Commissioner Grammar withdrew her initial motion to allow for the amendments. Commissioner Scepanski made a motion to authorize the Commission Chair or designee to reprimand the Executive Director, to issue the Executive Director an improvement plan that addressed areas that require improvement, including concerns raised today and to report to the Commission at the next Commission Meeting. Commissioner Brown seconded. Motion was approved. Vote all in favor – 5 yes.

- VI. Meeting adjourned at 4:25 p.m. – Commissioner Grammar made a motion to approve. Commissioner Brown seconded. Motion approved.

Minutes of the November 19, 2021 meeting are respectfully submitted and approved.

Glenn Bower
Executive Director

Larry Allen
Presiding Officer

Date signed

Date Signed